

DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET
MANAGEMENT
WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)
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July Newsletter



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Featured Contract of the Month
Laser Printer Toner Cartridges

Commodity: Laser Printer Toner Cartridges Type 1 – (New)

Type of Contract: Competitive

Dates of Contract: June 1, 2021 – May 31, 2022.

This contract has been competitively bid and was awarded to the lowest bidder meeting specifications.

Vendor on Contract: CVR Computer Supplies

State Contract Number: 8200057227

Smart Contract Number: 1130-21-C-SWCT-00393-V001

Vendor: CVR Computer Supplies

Supplier ID Number: 3100000646

Contact and ordering information can be found on the last page of contract, *LASER PRINTER TONER CARTRIDGES - TYPE I (NEW)*.

Contract Analyst: James Brabston, James.Brabston@dfa.ms.gov

Remember, State Agencies *must* use OPTFM competitive bid contracts, and governing authorities *may* use OPTFM competitive bid contracts!





Commodity: Mailing Equipment Contract

Contract Type: Negotiated

Remember, it is your duty to negotiate the best price from vendors on the contract. The price list relays the maximum price allowed per item. State agencies may purchase items from any of the contract vendors, or state agencies may purchase the items covered by this contract from a non-contract vendor, *provided they follow the applicable procedures set forth in Section 31-7-13 (a), (b), or (c), and that the price shall not exceed the negotiated contract price.*

Dates: 07/01/21 - 06/30/22

Vendors on contract: There are currently three (3) vendors offering a variety of mailing equipment and accessories. The only rental agreements or documentation that should be signed/used are those approved by the State of Mississippi. To compare price, view each of the three (3) price lists prior to beginning negotiation of pricing at the link below:

<https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/m-n-o/mailing-equipment/>

Contract Analyst: Christopher.Statham@dfa.ms.gov

Previous sales: \$805,811.71



Cooperative Purchasing

Floor Covering

COOPERATIVE CONTRACT NEWS

We are pleased to announce that OPTFM has adopted a new cooperative contract through SOURCEWELL®, a national cooperative group purchasing organization.

The contract category is floor covering with Bentley Mills Industries, Inc. The MAGIC contract number 8200057628 is located on the DFA contract bid board as well as on the OPTFM Cooperative Contract web page.

The SOURCEWELL® - Bentley Mills Industries, Inc. contract gives access to broadloom carpet, modular carpet tile, area rugs, luxury vinyl tile, and adhesives.

This contract was approved as another option for agencies to save money on floor covering not currently covered by our competitively bid contracts, and provides that the provisions may be available to any county, municipality, school board, or other local public agency or authority of the State of Mississippi which may elect to purchase at the prices, terms and conditions of the sale specified. Services and installation are not included in this agreement.

Complete ordering instructions and information can be located on the information page of the contract, or you can contact the vendor representative, Carolyn Drummond at Carolyn.Drummond@bentleymills.com, 626-934-2461.

Mississippi Contract Administrator: Belinda Russell, Belinda.Russell@dfa.ms.gov, 601-359-5041

The Bentley logo is displayed in a bold, serif font. The letters are white and set against a solid black rectangular background.

Creating a Contract

When creating a contract from a reverse auction or bid, you must create the contract from the RFX. The start date listed on the RFX must be the same date as publication of the first advertisement in the newspaper. What this means is that the RFX must have migrated through the agency approval workflow prior to notification being sent to the newspaper and to MPTAP (Mississippi Procurement Technical Assistance Program, www.mwpc.com). The RFX number must be listed in the advertisement. The Office of Purchasing, Travel and Fleet Management (OPTFM) will review the RFX start date and the first publication/advertisement date to ensure that agencies have complied with advertisement of bids per State Law.



Food Charges On The Procurement Card

Food purchases for business meetings may be purchased on the procurement card provided the following requirements are met:

- The purchase of food must serve a legitimate business purpose
- More than one person must be present for the purchase of food
- No alcohol may be purchased
- Any gratuity over 20% requires a written justification

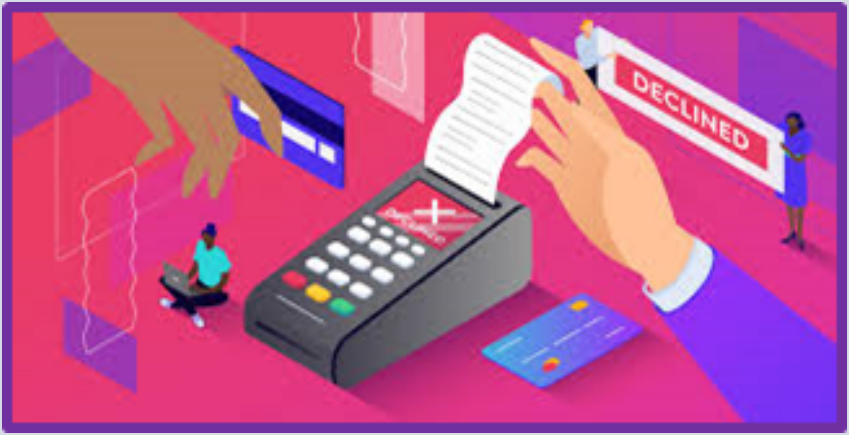


All food purchases on the procurement card require an 'Office of Purchasing and Travel Food Purchase Form' to be completed. If food is purchased for a meeting or event, the MEETING/EVENT box should be checked and the remainder of the form completed. Also attach the meeting's agenda to the back of the form. If the food is purchased for the agency instead, check the BULK FOOD PURCHASE box and complete only the "Purpose" section of the form. Please file the food forms with the monthly card statement on which said charges appear.

Procurement card forms can be found at: <https://www.dfa.ms.gov/media/3095/umbfoodpurchaseform.pdf>

Procurement Card Coordinator: Yolanda Thurman





P-Card Fraud

In a perfect world, bad things do not happen. However, in today's technical world, unfortunate things do happen, such as credit card fraud. When using your procurement card, it is critical that you keep the card secure at all times and do not give the credit card number to any unauthorized companies or persons. There are a few ways you can tell if your assigned card has been used for unauthorized purchases.

1. A UMB Representative will give you a call about a purchase that has been flagged as fraud.
2. Your card will be declined.
3. If you do not receive a phone call or if your card is not declined, your monthly paper and online statements will show all purchases made.

If any of these things happen, it is very important that you notify Yolanda Thurman or Steve Tucker by phone or email to assist you with the investigation/dispute process as soon as possible. The first step with an unauthorized purchase is to develop a written statement about the purchase. The statement should include the card number, cardholder name, date of the purchase, the vendor and the purchase amount. You should also include a written statement declaring the cardholder and/or department did not authorize the purchase.

After the statements have been developed, a dispute form can be obtained from Yolanda Thurman or Steve Tucker. The statements along with the completed dispute form must be sent to a UMB representative. If the unauthorized purchase is noticed before the monthly statement is received, the transaction can be flagged as fraud and processed in a matter of hours. However, if you do not notice the fraudulent purchase until the end of the month, complete the statement and the dispute form, but do not pay the disputed amount of your monthly bill. In other words, you need to pay your bill except for the amount that was used for the fraudulent purchase.

If you have any questions about this process or any more procurement card related issues, please contact Yolanda Thurman, Procurement Card Administrator at Yolanda.Thurman@dfa.ms.gov, 601-359-2016, or Steve Tucker, Director of Marketing, Travel and Card Programs at Stephen.Tucker@dfa.ms.gov, 601-359-3107.



Who ya gonna call?



Surplus Property.



Needing office furniture, file cabinets, tables, vehicles, lawn equipment, and other items? If so, you should consider checking out Mississippi Office of Surplus Property. If we do not have what you need, then let us find it in Federal Surplus Property for you.

Do you have property that needs to be disposed of? Then just call us. We will even come pick up your property when possible. We can shred hard drives and provide documentation that service has been performed. We are here to serve you and help you save money.

We look forward to serving you to help meet your needs.

David Clanton, Director
601-393-2050

David.Clanton@dfa.ms.gov

Business Hours:
Monday through Friday
8:00 a.m. to 5:00 p.m.

